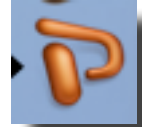



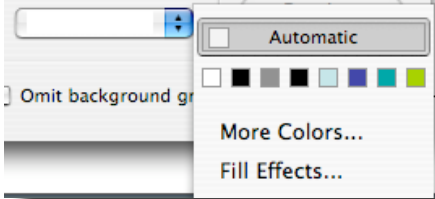


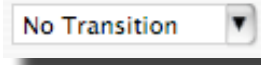



Thirty Second Guide to PowerPoint



If You Want To:	Do This:
Open PowerPoint	PowerPoint is in the <i>Microsoft Office 2004</i> folder inside the Applications folder 
Change The On-Screen Editing View	Use the menu bar at the bottom / left of the window:  <ul style="list-style-type: none"> → Selects Normal View (slide and outline) → Selects Outline View only → Selects Slide View only → Selects Slide Sorter View → Plays slide show
Add Toolbars	Toolbars contain the icons that help you add effect to your pages. To add toolbars: <ul style="list-style-type: none"> • Under VIEW drag to TOOLBARS and choose the desired toolbars. • Recommended toolbars are: <i>Standard, Formatting, Drawing.</i>
Create a Title Slide	Click inside the <i>Click to Add Title</i> or <i>Sub Title</i> windows and enter text
Format Text	Format text with the <i>Formatting Toolbar</i> . Place the cursor over each icon to read its function. 
Add a Background	<ul style="list-style-type: none"> • Under FORMAT drag to BACKGROUND • Click the drop down menu to choose a color. • OR choose <i>More Colors</i> for guess what, more colors. • Choose <i>Fill Effects</i> to add shading, textures, patterns, or pictures as your background. • Once you have chosen the color, click APPLY to change only the current slide. Click APPLY ALL to set all slides. 

<p>Add a New Slide</p>	<ul style="list-style-type: none"> • Under INSERT drag to NEW SLIDE. • OR click the NEW SLIDE icon in the Standard Toolbar.  • To choose the layout for the new slide, click the  SLIDE LAYOUT icon in the Standard Toolbar.
<p>Add an Image</p>	<ul style="list-style-type: none"> • Choose one of the <i>Picture...</i> options from the SLIDE LAYOUT selections. • Click on <i>Click to Add Picture</i> and navigate to find the image. • OR under INSERT drag to PICTURE / CLIP ART for PowerPoint clip arts or PICTURE / FROM FILE for your saved images.
<p>Add Sound or a Movie</p>	<ul style="list-style-type: none"> • Under INSERT drag to MOVIES AND SOUNDS and pick your pleasure. • (Hint) It is important that any audio/video file be stored in the same folder where your PowerPoint is being saved. Save the file before linking it to the PowerPoint. (See <i>Advanced User Hint</i>)
<p>Add Slide Transitions</p>	<ul style="list-style-type: none"> • Use the bottom toolbar to choose SLIDE SORTER VIEW • Highlight the slides between which you would like to transition. (Hold the APPLE key down while clicking individual slides to choose more than slide. OR click APPLE / A to choose all slides) • Click the NO TRANSITION drop down menu in the Slide Sorter toolbar and choose the desired transition. 
<p>Play the Slide Show</p>	<ul style="list-style-type: none"> • Under SLIDE SHOW drag to VIEW SHOW • OR click the SLIDE SHOW icon in the bottom toolbar. 
<p>Place your Presentation on the Internet</p>	<ul style="list-style-type: none"> • Under FILE, drag to SAVE AS WEBPAGE. • Navigate to the SITES in your server account. • Title the presentation using no symbols or spaces. End the title with .htm (i.e. <i>biolesson1.htm</i>) • The URL for your presentation will be similar to: <i>server1.noble-hs.sad60.k12.me.us/~yourloginname/biolesson1.htm</i>
<p>Advanced User Hint</p>	<p>When moving PowerPoint between computers or burning on to a CD, links to movies and sounds sometimes get broken. Here is a workaround that will embed the sound or movie into your PowerPoint slide:</p> <ul style="list-style-type: none"> • Under INSERT, choose MOVIES and SOUNDS / From ... GALLERY. • Choose ALL SOUNDS or ALL MOTION CLIPS • Highlight FAVORITES and click IMPORT. • Find you sound or movie and import it. • To add to your presentation, choose INSERT/MOVIES OR SOUNDS/ FROM GALLERY. • (<i>Hint: Try converting all sounds to .mov by importing them into iMovie then SHARING them compressed for CDROM.</i>) 